



**TOWN OF HANOVER**  
RECREATION CENTER  
624 CIRCUIT STREET  
HANOVER, MASSACHUSETTS 02339

*Parks and  
Recreation*

TO: Bulletin Boards at Town Hall, School Department, Library, DPW, Fire Department, Police Station and the Town's website

FROM: Parks & Recreation Department

DATE: August 28, 2015

## **NOTICE OF VACANCY PART-TIME/TEMPORARY ASSISTANT PROGRAM DIRECTOR**

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The Hanover Park and Recreation Department is accepting applications for a part-time Assistant Director to work at the Park & Rec Kids Klub Playgroup. This day program is designed for the children of our Community to attend.

An Assistant Director must first and foremost be willing and able to work with Hanover's most prized possession, its children. On a daily basis, an Assistant Director brings enthusiasm and spirit to the Kids Klub Playgroup program to provide a safe and enjoyable environment for all children that attend. An Assistant Director must truly enjoy being with children and demonstrate maturity and responsibility; characteristics that are essential to being a good role model. The Assistant Director will work hand in hand with the Program Directors. Some of the responsibilities of the Assistant Director will be organizing and preparing games, activities and crafts. As a member of our team this employee needs to work and communicate well with others to maintain a positive atmosphere.

This program runs throughout September-June. It is anticipated that this part-time Assistant Director will be working up to 15 hours per week depending on the registration numbers for our program.

Deadline for application is September 11, 2015 at noon; or until filled. Please submit a resume to Ann Lee, Executive Assistant, Town of Hanover, 550 Hanover Street, Hanover, Massachusetts 02339 or via e-mail: [ann.lee@hanover-ma.gov](mailto:ann.lee@hanover-ma.gov). This position is covered under the Personnel By-law, Class B. A full description of the position is available upon request. (Posted 8-28-15)

**The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.**

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